

Pre-Bid Conference Minutes  
Monday, November 17, 2014  
**Laboratories Administration**  
“Laboratories Garment and Laundry Service”  
DMH/OPASS 15-14273/eMM# MDM0031017600

**Minutes**

The Pre-Bid Conference meeting took place at 201 West Preston Street, Baltimore, MD in the Laboratory Administration Library of the O'Connor Building. Ms. Theresa Ammons called the meeting to order at 10:06 A.M.

DHMH Participants: Theresa B. Ammons, Contract Officer, OPASS  
Rachel Michael, Contract Monitor, Laboratories Administration  
Barbara Haransky, Procurement Coordinator, Laboratories Administration  
Cindy Nguyen, Recording Secretary, Laboratories Administration

Guests: Jeff Peterson, Aramark  
David Porter, Lord Baltimore  
Kimberly Todorow, Nixon Uniform Service

**I. CONTRACTUAL OVERVIEW**

Theresa Ammons explained that the purpose of this pre-bid conference was to help vendors understand the contract process for this particular procurement. The Department intends to make a single award as a result of this IFB to all vendors that are determined to be responsive and responsible. In case there is a need for clarification after this meeting, Ms. Ammons can be reached by phone at (410) 767-1361 or by email at [theresa.ammons@maryland.gov](mailto:theresa.ammons@maryland.gov).

The contract resulting from this solicitation will be for a five year duration with no renewal options. The anticipated start date is **May 1, 2015**. Be assured that everything reviewed today is in the specifications; so if you miss any portion of the meeting, it should not affect bidders' ability to respond to the IFB.

Interested parties should carefully review **Section 1—General Information** beginning on Page 6 of the IFB. As noted, DHMH/Office of Procurement & Support Services has issued this IFB for the provision of **Garment Rental & Laundry Services for the Laboratories Administration**. Ms. Ammons informed the attendees that the Laboratories Administration will be moving from its current location at 201 W. Preston Street, Baltimore, MD. to 1770 Ashland Avenue, Baltimore, MD. The estimated move date is February, 2015.

The IFB and all subsequent documentation regarding this solicitation will be posted on eMarylandMarketplace ([www.eMaryland.buyspeed.com/bsa](http://www.eMaryland.buyspeed.com/bsa)) and DHMH ([www.dhmh.maryland.gov/opass/SitePages/Home.aspx](http://www.dhmh.maryland.gov/opass/SitePages/Home.aspx)) websites. Please remember that in order to receive a contract award, a vendor must be “registered” on eMM. Registration is free. Review **Subsection 1.8** for details.

The Procurement Method used for this solicitation is **Competitive Sealed Bidding**.

Neither a **MBE subcontracting goal** nor a **VSBE goal** was established for the contract resulting from this solicitation. However, Minority Business Enterprises and Veteran-Owned Small Business Enterprises are encouraged to respond to this solicitation.

Carefully review Subsection 1.9—Questions on page 10 regarding how to submit questions subsequent to this Pre-Bid Conference. Questions to the Procurement Officer, Michael Howard, with a copy to the Procurement Coordinator, Barbara Haransky, and Theresa Ammons, shall be submitted via <http://dhmh.solicitationquestions@maryland.gov>. Questions should be submitted no later than five (5) days prior to the bid due date. The Procurement Officer, based on availability of time to research and communicate an answer, shall decide whether an answer can be given before the bid due date. So try to get any questions in as soon as possible.

Carefully read Subsection 1.30 on page 14 regarding **Payments by Electronic Funds Transfer**. By submitting a response to this solicitation, the bidder agrees to accept payments by electronic funds transfer (EFT) unless the State Comptroller's Office grants an exemption. Payment by EFT is mandatory for contracts exceeding \$100,000. This section goes into detail on how to register or request an exemption.

The **Bidder Minimum Qualifications** is listed in Section 2, subsection 2.1 on page 18. As noted, the bidder must provide proof with its bid that the minimum qualification has been met.

The **Scope of Work-Requirements** are listed in Section 3, subsection 3.2 on pages 19-22. This is the “meat” of the solicitation that will give you a clear understanding of what the Department expects of the successful bidder in the provision of the services.

The Bid Format is listed in Section 4 on pages 26—29. Pay special attention to the **Required Bid Submission Requirements**, subsection 4.4 listed on page 26 and the list of Attachments found on pages 30 and 31. Failure to include all required items may void your bid submission. Also included in Section 4 is subsection 4.7—**Documents Required Upon Notice of Recommendation for Contract Award**. As noted, this is a list of documents that are only required from the winning bidder. Please keep this in mind when submitting your bid documents. One of the affidavits that you are required to complete, sign and submit if you are the winning bidder is the **Contract Affidavit (Attachment C)**. This form asks for the name of your resident agent. If there is a question of who your Resident Agent is, please call the State's Corporate Charter Division at (410) 767-1330. The office is located at 301 W. Preston Street.

Please review the **Bid Pricing Instructions (Attachment F)** on page 55 and the actual **Bid Form** on page 56. Within five (5) working days of being notified of its recommendation for award, the bidder must complete and submit the Contract Affidavit included as **Attachment C** and the Standard Contract as **Attachment A**. Please note that the Contract shall not become effective until the Contract Affidavit is signed and returned.



**ALL REQUESTED ATTACHMENTS/DOCUMENTATION MUST BE RETURNED IN TRIPLICATE** with original signatures. Bidders are **NOT** required to return the IFB document. Lastly, do not forget to sign the Bid and Signature page (**Attachment F**).

The most important matter is to get your bid to us by the date and location listed. Your bid documents in triplicate are due no later **than Friday, December 5, 2014 no later than 2:00 P.M.** *No bids will be accepted after 2:00 P.M.*

The Public Bid Opening is scheduled for the same day at **2:15 P.M.** The bid opening is public and may be attended by you. At the time of the bid opening, the apparent successful vendor will be determined. However, a final determination will be made after bid submission requirements, bid calculations, etc. are made and verified.

As listed on the Key Information Summary Sheet, please send your bids to the attention of Barbara Haransky at the Laboratories Administration. Bidders mailing bids should allow sufficient mail delivery time to ensure timely receipt. A receipt of delivery will be provided for hand-delivered bids.

Please remember that after this Pre-Bid Conference prospective bidders may have questions answered that may help them understand the IFB, etc. Just keep in mind that the answers to your questions, if they are significant in nature, will be posted on the eMM and DHMH websites. Therefore, please allow sufficient time for this to occur.

Again, if you have any comments or questions about the procurement process, please contact Ms. Ammons at (410) 767-1361/ [theresa.ammons@maryland.gov](mailto:theresa.ammons@maryland.gov). Contact the Procurement Coordinator, Barbara Haransky for programmatic questions; she will contact the contract monitor, Rachel Michael, if needed.

## II. PROGRAMMATIC OVERVIEW

Prior to accepting questions, the Contract Monitor, Rachel Michael emphasized two points from Section 3—Scope of Work on pages 19-22.

First, the turnaround time after submission to the Contractor for laundry or a repair service is within one (1) to three (3) weeks.

Second, the current day and time for pickup/drop off of laundry bags is Wednesday between 8:30 A.M. to 12:30 P.M. The Department prefers to retain the current day and time for pickup/drop off of laundry bags, however, it is not required.

Ms. Michael then received questions from conference attendees.

## III. QUESTIONS AND ANSWERS

Question: Who is the current vendor?  
Answer: Lord Baltimore.

Question: What is the cost that you are currently paying for this service?  
 Answer: We do not have that number immediately in front of us, but we can get that to you at a later date. **Post Meeting** – Answer to this question is posted to eMM/DHMH websites.

Question: Are the coats individualized or are they bulk?  
 Answer: The coats are individualized. Each garment is uniquely identifiable, coded by floor and has the user's last name legibly imprinted or sewn onto the garment.

Question: How many floors are in the new building?  
 Answer: There are five (5) floors in the new building.

Question: How many employees?  
 Answer: The numbers of employees fluctuate, but the contract is approximately for 179 employees.

Question: So it's approximately 179 employees, 3 coats per employee?  
 Answer: Yes. This information is on the page 22 and the Bid Form (Attachment F).

Question: Is it required that the vendor be bloodborne certified?  
 Answer: No, but it is preferred.

Question: Are the current coats fluid resistant?  
 Answer: Yes, page 19 of the IFB details the garment specifications.

Question: Do the current coats have labels or embroidery on the outside of the coat?  
 Answer: There are no outside labels, all labels are inside on the collar.

Question: Are coats white only?  
 Answer: Yes.

Question: Are your coats fluid resistant and static resistant?  
 Answer: Yes, the work we perform here require that we use this coat. Page 19 of the solicitation, subsection 3.2.1 - B details the current garment specifications.

#### IV. ADJOURNMENT

In closing, Ms. Michael informed the attendees that all bids are due to Barbara Haransky no later than **December 5, 2014 at 2:00 p.m.** The Bid Opening will take place at **December 5, 2014 – 2:15 p.m.** at the 201 Bldg., Lab Tower, Laboratories Administration Conference Room, L-37. The Laboratory Administration's security desk officer, may direct you to the conference room, but please be aware that the officer cannot sign for any packages.

Meeting was adjourned at 10:40 A.M.

PLEASE PRINT CLEARLY

Pre-Bid Conference for DHMH/Laboratories Administration  
Garment Rental & Laundry Services  
Monday, November 17, 2014 - 10:00 A.M.

Name	Company Name /Address	Phone#	Fax#	E-mail Address	Certified MBE	
					YES	NO
Jeffrey Johnson	2928 + Bld Annamark Washington Blvd 21230	410-596 3127	410-646 2558	jeffrey.johnson@annamark.com		
David Brown	Land Service 37108 CPASS 50057 201 W. Preston St	410-207 6374	410-276 7681	David@landandair.com		
Theresa Andrews		7-1361		Theresa.andrews@maryland.gov		
Barb Hensley	Labs Admin 201 W. Preston	7-6166	410-767 6106	barbara.hensley@maryland.gov		
Rachel Michael	DHMH-Labs Admin 201 W. Preston St. Balt. MD 21201	7-4305		Rachel.michael@maryland.gov		
Kimberly Todaro	Nixon Unitarian 500 Corporate Blvd. New Castle DE	302-541- 0531		ktodaro@nixonmedical.com		



Garment Rental & Laundry Service – Laboratories Administration  
OPASS 15-14273  
eMM # MDM0031017600

Questions Received Post Pre-Bid Conference:

- Q. What is the current cost of the program: a) per lab coat; b) per week; c) annually; d) any extra cost for lab coats that are 2x and larger.
- A. Refer to current contract's bid pricing information posted to eMM/DHMH websites along with Pre-Bid Conference Minutes, Q/A submitted during the Conference and Sign-In Sheet.
- Q. Are the lab coats expected to be replaced at any time throughout the contract for reasons other than loss or damage?
- A. Replacement is also required due to size change.
- Q. Please confirm that the make-up of the lab coat should be 99% polyester and 1% carbon.
- A. Refer to the IFB, Section 3 – Scope of Work, subsection 3.2.1 (B) Garment Specifications for garment requirements. All coats provided should meet the stated specifications.

# Current Contract Information

## BID PAGE

### Garment Rental Service

By submitting this bid, the bidder, in the event of contract award, agrees to accept payments by electronic funds transfer unless the State Comptroller's Office grants an exemption. See Part I Electronic Funds Transfer.

### Base Contract Term

### GARMENT RENTAL & CLEANING SERVICES PRICE

Estimated Weekly Price per Lab Coat = \$ 0.44 x Estimated 632 Lab Coats = \$ 278.<sup>08</sup> (A)

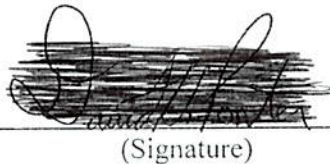
Estimated 632 Lab Coats = \$ 278.<sup>08</sup> (A) x 52 Weeks (One Year) = \$ 14,460.<sup>16</sup> (B)

### BASE CONTRACT PRICE

52 weeks (One Year) = \$ 14,460.<sup>16</sup> (B) x 5 Years = \$ 72,300.<sup>80</sup>

(Basis of Award)

Bid Price Attested to by

  
(Signature)

Date

2/18/10

**Important: Do not alter this page.** Failure to fill out this bid page completely or altering the bid page in any way may render your bid non-responsive. Should you have any questions regarding this bid page contact the Procurement Officer identified in PART I.